



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF NATURAL RESOURCES
RICHARD A. LEOPOLD, DIRECTOR

Date: June 5, 2008
To: Snowmobile Program Sponsors
From: IDNR Snowmobile and OHV Program
RE: Snowmobile Trail Grant Application and Sign Order 2009 Fiscal Year

Included are the directions for the 2009 Fiscal Year Snowmobile Trail Grant Application and sign order form. Please review the application carefully and be sure to complete each section thoroughly.

Deadline for submission of these forms is July 1, 2008, at 4:30 p.m. These forms must be received by the deadline in order to be considered.

The DNR needs to be in receipt of three contacts from each club: the president, an alternate contact (preferably the treasurer), and the person responsible for the groomer. If there is a preference for which phone number to use when being contacted, please indicate this. A valid e-mail address for each club must be provided (more than one is highly recommended). As much as possible, communication with the clubs will be done electronically.

If you have not provided current pictures of your groomer to the DNR, please do so. Our preference is for electronic submissions, but standard photos are acceptable. Pictures need to show the front, sides, back, and top of the groomer as well as the drag.

Storage fees are limited to \$200.00. Please indicate if you are requesting these fees.

There will be no prepayment available this year; therefore your club will not need to be bonded. However, if your club feels a need to request prepayment for substantial hardship reasons, it is your responsibility to pay for and provide proof of bonding to the DNR before funds will be disbursed. Approval of 90% prepayment must come from the Grant Review and Selection Committee. **Do not acquire bonding before a decision has been communicated to you.**

Insurance applications and directions are mailed directly to the clubs from V & V Insurance. **These forms must be filled out entirely and mailed back to the insurance agency before they can be bound.** The insurance agent will forward a bill for payment directly to the DNR. **The insurance contract is between the agent and the club;** DNR only pays the premium.

Please provide a copy of any promotional maps which your club designs and distributes.

Letters regarding construction and installation of bridges and ATV use for trail maintenance are attached to these directions. This is information which has been distributed in the past and is being reproduced in its original format.

The application is being put online as a Word document and also as a PDF. You will be able to download and complete the Word document electronically, which should help with clarity and interpretation of the data being submitted. A few helpful reminders:

- ❖ Open and save a blank copy BEFORE anything is typed on the form. This will be useful as a reference in the off chance that something gets moved or deleted.
- ❖ When the form is completed, use SAVE AS and not SAVE or the original will be overwritten and the pristine blank copy will be lost. Also, when using SAVE AS make sure you give this copy a different name than the blank form. A variance will work fine.
- ❖ When typing in an area that has a line indicating a need for information to be provided, be sure to replace the line with text. Otherwise the line will be pushed ahead of the text and the line breaks will be changed.
- ❖ While line breaks can be changed, page breaks should NOT be changed, even if it makes for a very short page somewhere in the middle of the document.
- ❖ If you are using Word 2007, the document must be saved so that it can be opened when you submit it electronically. Go to FILE and then SAVE AS. In the text box for SAVE AS TYPE select Word 97-2003.
- ❖ If you submit the application electronically, the extra copies for the committee will be made in-house.
- ❖ If you submit the application as a paper version, the extra five copies must accompany the original application.

Sign order forms must be submitted with the trail grant application in order to be considered for this grant cycle. We want to keep the sign order as reasonable as possible while maintaining clearly marked and safe trails. Please keep these considerations in mind when making your sign order.

A Special Events application is included for your convenience. It is in a PDF form and will need to be printed and then completed and sent to your local Conservation Officer for approval.

The DNR must receive a copy of minutes from an official club board meeting showing the approval of the club's submission of the trail grant application. This needs to accompany your application. **It is recommended that you make a copy of this approval and start a file to keep track of all your grant documents and expenses.**

If you need assistance with completing these forms or for questions, please contact Rhonda Fowler at 515-281-3208 or David Downing at 515-281-3449.

MEMO

TO: Snowmobile clubs

FROM: David Downing

DATE: October 15, 2007

RE: Trail Improvement and Reimbursement Requirements

When you are making snowmobile trail improvements that involve installing permanent bridges or other permanent structures you must:

- (1) Obtain any relevant permits (utility locations, environmental and sovereign land permits, erosion control, engineering standards, IDOT, county engineering, city jurisdiction if applicable) prior to any construction.
- (2) Provide notice to the Department that you have obtained the aforementioned permits.
- (3) Obtain a use agreement with the titleholder or jurisdiction which provides for a minimum of ten years of use by registered snowmobiles from the date of installation or a means to recover the value of the improvement if use is to be denied.
- (4) Meet all of the bid requirements of the Department and local jurisdictions if public lands are involved.
- (5) Always plan to obtain the same permits that any contractor would need when performing the same construction.

When you are asking for reimbursement for trail development expenses you **must**:

- (1) Provide a map with the GPS location of any improvements.
- (2) Provide a copy of the local permits if applicable.
- (3) Provide a photograph and location of any bridges, installed gates or fence openings.
- (4) Provide the Department with a copy of all bids, receipts, and canceled checks for materials and work performed.

Failure to provide the aforementioned reimbursement documentation will result in your claim for reimbursement being denied. I have asked Kathleen Moench to verify that these requirements are met before issuing any payments.

MEMO

TO: Snowmobile clubs

FROM: David Downing

DATE: October 30, 2006

RE: Using All-terrain Vehicles for Trail Maintenance

If you are planning to utilize All-terrain vehicles for designated snowmobile trail maintenance you need to follow the operational requirements found in Iowa Code Chapters 321I and 321.234A.

Minimum operational requirements include:

- (1.) The all-terrain vehicle is operated for the purpose of mowing, installing approved trail signs, or providing maintenance on a snowmobile or all-terrain vehicle trail designated by the department of natural resources.**
- (2.) The all-terrain vehicle must display a valid DNR registration decal. (Farm exempt machines are NOT to be used for trail work)**
- (3.) If the trail is on a highway, roadway or adjacent ditch area, the operator must be at least sixteen years of age and have a valid DOT operator's license. (If your DOT license is barred, suspended or revoked, you may NOT operate an all-terrain vehicle under this provision)**
- (4.) Operators under eighteen years of age must have a valid all-terrain vehicle safety certificate.**
- (5.) Operation with a passenger is prohibited. The only exception is an all-terrain vehicle that was designed by the original manufacturer to carry a passenger. Modified all-terrain vehicles may not carry a passenger. This law covers both public and private property. You may haul a passenger in a trailer.**

Violations under this chapter may count against your DOT driving record.

Please let your local law enforcement agencies know that you are providing maintenance on a designated snowmobile trail, prior to beginning any work. Wear your trail vest to identify you as a trail worker.